# Department of Accounts Payroll Bulletin

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

**State Payroll Operations** 

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## Payroll Audit Tool (PAT), Version 4.1

#### **PAT**

The Payroll Audit Tool (PAT) is a Windows compatible automated desktop application that facilitates the review and comparison of key payroll and leave information using reports and data downloaded from the CIPPS FINDS downloading system. PAT can be used to generate summary, informational, or comparison reports in a user-friendly format to:

- Audit and review payroll activity and expenditures.
- Analyze payroll activities and/or certification processes.
- Expedite the tracking and analysis of payroll expenditures for reconciliation and budgeting

The Payroll Audit Tool has been updated and version 4.1 is available for download from DOA's website:

http://www.doa.virginia.gov/procedures/Payroll/PAT/PAT Intro.htm

Updated instructions on all of the reports in PAT V4.1 will soon be available in CAPP Topic 70735, FINDS: CIPPS Payroll Audit Tool (PAT).

### Payroll Audit Tool, continued

## What's New In V4.1

The following changes have been made in the new version:

- Reports have been re-organized based on functionality
- New Reports:
  - Report 10 Salary/Rate and Regular Pay Comparison Report Reports differences in regular pay compared to Salary/Rate.
  - **Report 10 Employee Totals** Provides option to select either salary or wage employees. Includes rate, regular hours, overtime hours, regular earnings, overtime earnings, and total gross earnings.
  - **Special Pays Listing** Lists salaried employees who have any special payment received other than Imputed Life.
  - Deduction Amount Change Comparison (Excludes Taxes) Lists changes to employee deduction amounts between selected files.
  - State and Federal Tax Deduction Comparison (Excludes Imputed Life) Reports differences in federal and/or state tax deductions when gross earnings (less Imputed Life) remain the same. Changes in taxes resulting from a change in salary rates are not reported.
  - Active Employees Leave Balances Provides a list of current leave balances for active employees.
- Existing Reports:
  - **Deduction & Special Pay Comparison Report** Excludes changes to Imputed Life (IMPLIFE) and the variable (net DDCHKING and DDSAVING) direct deposit deduction amounts and FICA taxes.

# Summary of Applications

The following table identifies the general categories of PAT reports and provides an explanation of their functionality. Titles of the new reports are in italics.

Category	Reports	Common Application
PreCert Packet	• Summary Report 10	Used in pre-certification
Reports	• Sal/Rate & Reg Pay Compare	processing to identify
	• Report 10 Employee Totals	differences between any two
	• Special Pays Listing	downloaded Report 10 files.
	• Ded. Amount Change Compare	
	• Tax Ded Amount Compare	
	Rate Amount Change Compare	
PostCert Packet	Report 10 Comparison Report	Used in post-certification
Reports		processing to identify
		differences between Report
		10 pre-Calc or Edit and
		Report 10 pay-calc or Payrun
		downloads.

## Payroll Audit Tool, continued

Summary of Applications, cont.

Category	Reports	Common Application
Summary Reports	Gross Pay Totals	Provides summary totals sorted
		by user preference from a Report
		10 file in conjunction with an
		employee data file. Used for
		payroll certification, VEC
		reporting, or budgeting.
	Check Number Listing	A brand new report that provides
		a list of check numbers from a
		Report 10 file, sorted by check
		number or organization level
		based on user choice.
Deduction & Special	Deduction & Special Pays	Lists current and YTD amounts
Pays Reports	Listing	for all deductions and special
		pays by employee within
		organizational code level from
		the selected Report 10 file.
	Deduction & Special Pays	Identifies differences between
	Comparison	any two downloaded Report 10
		files in current amount of all
		deductions and special pays
		except for Imputed Life and
		Direct Deposit.
Leave and Employee	• Active Employees Leave	Uses the selected downloaded
Reports	Balances	Master File to report leave
	• Active with Balances < 20	balances for active employees.
	Master File Change	Reports master file and tax file
		changes occurring between pay
		periods. Used for the pre- and
		post-certification process to
		ensure that all changes have
		been made, or that no
		unauthorized changes were made
		after the certification of the
		payroll.
	Employee Master Data	Summarizes employee master
		file information individually or
		by company, including leave
		data.

#### Payroll Audit Tool, continued

# Summary of Applications, Cont.

Category	Reports	Common Application
U033 Reports	Comparison	Provides a summary or a
	Budget Factor	comparison of selected U033
	Compile YTD PC	reports. Used in the post-
	Database	certification process to
	• Summary	summarize or detect differences
	YTD Report	in expenditures between
		payrolls, reports projected
		expenditures based on current
		figures, compiles expenditures
		for a defined period of time.
Wage 1500	Wage 1500 Reporting	Based on Employee Master and
Processing		Report 10 files. Helps track
		wage employees' hours and
		compliance with 1500 hour
		policy.

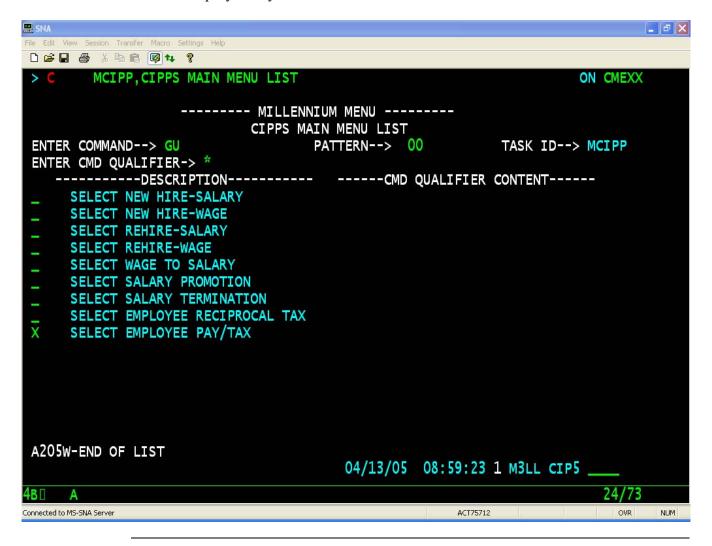
# Special Notes for PAT

- ⇒ Remove all prior versions of PAT from your pc before downloading Version 4.1.
- ⇒ PAT has not been tested in all environments. DOA assumes no liability in providing this software to you. If you feel you have a special environment (e.g., Windows XP) and/or are loading PAT on a critical computer, please consult your systems engineer for loading assistance.
- ⇒ Loading PAT 4.1 will "wipe out" retained Wage 1500 Reports and Adjustment File. If using Windows 95 or 98, you must move previously saved files for Wage 1500 reporting. Locate the c:\Program Files\PAT4 folder on your PC and copy the following three database files: Adjust.dbf, Report.dbf and R10files.dbf. Paste them in another folder, e.g., C:\My Documents\. After you have installed PAT4, copy the three files back to their original location -- c:\Program Files\Pat4. *Note: Windows XP users must consult with a systems engineer for directions.*
- ⇒ PAT Version 4.1 has been designed to work with .xls files. Files with .txt extensions will drop leading zeros when used in PAT.
- ⇒ It is imperative that punctuation in the employee name and address fields (e.g., "Smith, Jr.") in CIPPS is removed before using PAT. Failure to do so will cause distortion in the reports.

#### Menu Link

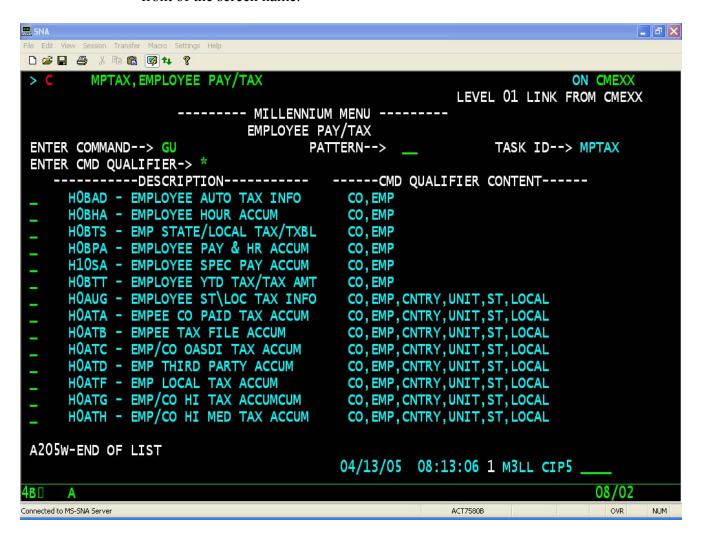
#### Changes in Menu Link

Accumulation screens have been added to the options available through use of the Menu Link function in CIPPS. To get to this screen, enter MCIP in the Command Qualifier Field and CMEXX in the Database Identifier/Screen ID field. Pressing Enter will take you to the CIPPS Main Menu List. Place an X on the line in front of Select Employee Pay/Tax on the CIPPS Main Menu List.



#### Menu Link, continued

Select any or all of the screens listed on the page by inserting an X on the line in front of the screen name.



## **Child Support**

# Child Support Questions

If you have questions about processing Child Support in Virginia or for other states, you may find the answers at this website maintained by the US Department of Health and Human Services, Administration for Children and Families: www.acf.dhhs.gov/programs/cse/newhire/employer/contacts/iw matrix.htm

#### **Changes to HMCU1 – Employee Benefits**

#### Retirement Code for Employees in Long Term -Working Status

A new code has been added for use on the HMCU1 screen when an employee's status changes to LTD-Working. Changing the Retire Plan Code to **LT** will automatically change the frequency of the employee's deductions for Retirement Credit (015), Retirement (016), Group Insurance (020) and LT Disability (036) to "00" which turns off the deduction. It has no impact on the employee's Health Insurance deductions

## Other Changes to HMCU1

The informational messages generated from HMCU1 have been enhanced to be more relevant to the user. Another enhancement made to this screen separates the logic between health and retirement so a change to one doesn't automatically reactivate the other.

## **Report U016 – Monthly Contribution Worksheet**

# OGL Removed from Worksheet

As announced in the March/April 2004 VRS Employer Update Bulletin, collection and member record maintenance responsibilities for Optional Group Life premiums were shifted from VRS to Minnesota Life effective July, 2004. Since the premiums no longer go to VRS, Report U016 has been modified to eliminate the information for Optional Group Life.

Questions regarding Optional Group Life premiums should be directed to Joseph Chang, Richmond Branch Office Manager for Minnesota Life. He may be reached through email at joseph.chang@minnesotamutual.com or by phone at 1-800-441-2258.

## **Savings Bonds**

#### **Utility Field**

Bond Balances are accumulated in positions 11-16 of the utility field so when you add a deduction for a savings bond, **do not put anything in position #11 through position #16** or you may cause a bond to be purchased in error.

### Changes to H0BUO – Employee Job Description

## **Establishment Code**

The Establishment Code permits the quarterly SUI wage report to be printed to meet the establishment report requirement of the Social Security Administration. Edits have been added so that this field will automatically default to the establishment code assigned to your agency by the Social Security Administration. There will be a warning message that says "Establishment code defaulted", but once enter has been pressed again, the field will be populated with the correct value.

NOTE: Incorrect Establishment Codes already entered on the H0BUO screen will not be changed unless a change is made on the H0BUO screen.

#### **FIPS Code**

This field has been enhanced with an edit that checks the validity of the entered value. If the value you enter prompts a failure message, refer to CAPP Topic 60104, Agency and FIPS Codes, for valid values.